

# Memo

**To:** Lead Instructors  
**From:** Kenneth L. Threet, EMS Training Coordinator  
**Date:** 09/1/2004

Good Day, just a couple of items to update you on, since the Lead Instructor Training Programs.

To obtain verification of your Lead Instructor status, you can go to licensee look up and print the breakdown of your attachments to your license. We will not be sending out new cards or certificates for the Lead Instructor Training. We will be sending certificates for the instructor portion for those who attended.

As we discussed at the training program, the web site (<http://discoveringmontana.com/dli/med>) will be the depository for much of the written materials provided by the Montana Board of Medical Examiners or needed by you. I wanted to take a minute and inform you of some recently uploaded documents and new information.

I am in the process of up loading (at least if not more):

- Endorsement curricula for the EMT-First Responder level (all three),
- New lead instructor applications for the 2004 fall courses and the spring 2005 courses,
- Verification Document for endorsements,
- Verification Document for initial courses (EMT-FR, EMT-B, EMT-I99, EMT-P),
- Endorsement applications (to update licensure with an endorsement),
- Revised** course applications,
- Revised** program applications,
- Critical care transport protocols (for use by EMT-P's with Critical Care endorsement), and
- A form for requesting mailing labels (for educational use only).

## Refresher Programs

At the recent Board meeting it was recommended that we (Montana) continue to require a refresher course for National Registration (at all levels) but that the pre-approval process was unnecessary. We felt that the application process did not assure quality or establish control over the refresher programs. Therefore the pre and post application process became a bureaucratic hoop to jump through and unnecessary. The Board agreed, so as of the reading of this memo and it's posting on the web, no longer will refresher courses require pre-approval. The Lead Instructor will continue to offer the programs as needed (using the national standard curricula and course records must be maintained by the Lead Instructor with sufficient documentation to allow audits by either the National Registry or the Montana Board of Medical Examiners. We recommend that you provide the students a letter or certificate of course completion to attach to their National Registry renewal application at the time of re-registration.

Since we will not be approving refreshers, we will not be listing the refreshers on our course web site. I would suggest you advertise your refresher program on Ten-Kids or send out flyers to adjacent EMS services who may have individuals who can not attend their refresher and may be looking for an alternative dates or locations.

## **Lead Instructor Training**

The dates and locations for the fall and spring Lead Instructor Training Programs have been set and I'm in the process of securing locations.

November 5, 6 & 7, 2004 in Kalispell,  
**Flathead County Health Department**, 1035 first Ave West, Kalispell, Montana  
(1 block south of the justice center on main street)

December 3, 4 & 5, 2004 in Bozeman,  
January 14, 15 & 16, 2005, Great Falls and  
March 4, 5 & 6, 2005, Miles City.

An application is available on the web site for downloading.

## **National Registry**

Phil Dickinson from the National Registry will be here in Montana to update everyone interested in the operation (both current and future) of the National Registry. His visit will coincide with the Kalispell Lead Instructor Training Program in November 2004. We'll be having an open meeting on November 5, 2004 beginning at 1300 and ending at 1700. At this meeting Phil will provide an over view of the current Registry operation, the plans for computer based written testing in the near future and answer questions in general. He will address the beginning portion of the Lead Instructor Program Friday evening as well. I highly recommend you attend and get a personal orientation to the changes the National Registry is suggesting that affect you and your students in the future. More information will be posted on the web site as it becomes available so mark your calendars and plan on attending.

## **Examination Changes for EMT-FR and EMT-B**

The examination process will begin phase two this fall.

We will no longer be sending out National Registry exams from our office. They will be coordinated with National Registry. The process will simply be:

At the beginning of your course you'll send us an examination request form identifying the date, location and coordinator for your planned written examination,

We'll notify the National Registry of the name of your approved examination coordinator, and they will allow this individual to enter their secure web site area to schedule the examination,

Your exam coordinator will get on the NR web site; schedule the date and location of the written examination,

The Registry will approve the written examination date, thus allowing the coordinator to enter the candidate roster, and

The written exam materials (written exams) will be mailed to your identified proctor (physician) prior to the exam date.

The Lead Instructor must recognize one very important change; the candidate will not be allowed to take the written exam unless they have successfully completed the practical exam. The practical exam must be completed prior to offering the written examination. The examination proctor (physician) will require three

documents from the students before providing them an examination booklet; picture ID, fee and a completed application (with practical sign off).

All practical exam materials will continue to be available on the web site. It will be the responsibility of the Lead Instructor and Exam Coordinator to schedule and conduct the practical exam in accordance with our policy. Pre- and post examination materials must still be sent in as specified in the examination procedure manual.

The examination manual will be revised and additional forms will be provided to allow the process to flow easily.

The revised Exam Request Form will be placed on the web site as soon as possible.

### **Medical Director Training**

The Medical Director Training project is continuing. We have determined that the easiest way to assure local Medical Director availability (because of the difficulty of the local physicians leaving town) is to offer the training program web based. The Medical Directors will go to a web site and walk through a tutorial ending with a written exam. The web site will provide the Medical Director the basic training that the Board feels they need to know to function appropriately. We are hoping to offer CME credits for the physician as well to encourage utilization of the web site training program. We hope to have this program available and on line in late September. I will keep you updated as this project progresses (information will also be placed on the web site).

### **Endorsement Training Offered at MEMSA, October 1, 2 & 3, 2004, in Great Falls, Montana**

At the Montana Emergency Medical Service Association (MEMSA) conference, the Board will present a pre-conference session. We will be offering a couple of endorsements: ***EMT-Airway*** (DLT), ***EMT-Monitoring*** and ***IV/IO Maintenance/ Initiation***. The Medical Director Sub Committee of the Board will be responsible for the instruction of these endorsements. As I mentioned, it might be good for you as a Lead Instructor to attend some of the first offering, so that you have an idea of the depth and breath of the courses so that you can assist your local Medical Director. Brochures from MEMSA should have been mailed out by now, see you there.

We are continuing to work on the training system (and implement the new rules) to provide you, the Lead Instructor the tools you need to do your job better and easier. I'd like to offer a couple of instructor development conferences this winter and spring. I'd like to offer a number of different topics, many of them we discussed at the recent Lead Instructor programs. I'm hoping you'll be interested in expanding your instructor abilities, so watch for information (dates and locations) on our web site.

Thanks, Kenneth Threet